

GENERAL HEADQUARTERS

Supreme Commander for the Allied Powers
Military Intelligence Section, General Staff
Allied Translator and Interpreter Section
Washington Document Center (Adv)

Implementing Instructions

1. Documents will be individually numbered and will be crated at the site or selected central depository. Each crate will be numbered.

2. The contents of each crate will be indicated on a Packing List made out in triplicate. The list will include the number of the crate and the identifying numbers of the documents contained therein. The documents will be further identified on the list by physical description, title translated into English, author or issuing authority, date of publication, and classification.

3. The above list and the crate will be plainly marked with the location from which the documents were evacuated and the date of evacuation.

4. One copy of the list will be deposited with the local G-2 authority; one copy will be securely placed in the crate; the third copy will be forwarded by safest and speediest means possible to WDC (Adv) NYK Building, Room 236.

5. Crates will be shipped to WDC (Adv) Section B, Tokyo Arsenal #1, U.S. Army Technical Intelligence Center.

6. Where conditions are favorable for retaining documents in place for shipment direct from site to WDC, Washington rather than to WDC (Adv), Section B, Tokyo, the following procedure will apply:

- a. Prepare lists and crate documents as directed above.
- b. Distribute lists in triplicate as directed above.
- c. Hold crate in place or central depository until notice is received from WDC, (Adv) to ship direct to WDC, Washington.
- d. The Shipping Advice in final form as prepared by WDC (Adv) and indicating items withdrawn for theater study will be forwarded to personnel having cognizance of the shipment at the site. Upon receipt of this corrected Shipping Advice, packing slips in the various boxes will be corrected accordingly, and the entire shipment forwarded to WDC, Washington by the most direct route.

7. Attached are sample guides for making up Packing Lists and also crate markings.

For the C. O. ATIS:

R. V. Smith
R. V. SMITH
Lt. Col. GSC.

Incl: As noted in par 7
above.

Chief, Washington Document Center (Adv)

SAMPLE

Packing List

Date _____

Crate No. _____

Evacuation Location _____
Site City Ken

Do. No. Description and Title Classification

1	Printed manual, "Intendence Training for NCO Candidates," Army Intendence School, 1944	Confidential
2	etc.	etc.

Crate Marking

Crate No. _____

Evacuation Location _____
Site City Ken

Docs #1-80

Ship to WDC (Adv)
TIC, etc.

Incl 1